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The Department of General Services' State Mail Services (SMS) is excited to announce it has expanded its inter-agency mail services and is now picking-up and delivering mail to **Virginia Commonwealth University (VCU) mail processing center**. State Agencies can now send mail to VCU free of charge through the SMS inter-agency mail system. VCU mail processing center (**SMS mail stop 236-02**) supports the Monroe Park and the MCV Campuses. All inter-agency mail addressed to VCU will be delivered by SMS to the VCU mail processing center and that processing center will be responsible for delivering to recipients.

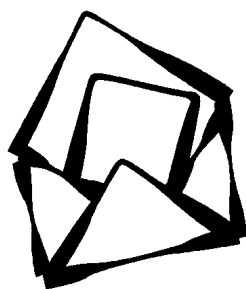
**Start receiving your savings today**

You can use inter-agency or plain envelopes. But if using plain envelopes, please mark clearly **"inter-agency mail"** to prevent mail from entering USPS mail stream. Use the following address format to ensure prompt delivery:

VCU's Mail Stop Code:	236-02
Name:	John Doe
VCU Department:	Mass Communication
Six Digit Campus/PO Box Number:	BOX 842512
'From' and Sender's Mail Stop Code:	From 000-00

Please consult the VCU's **people search function** located at the top of [www.vcu.edu](http://www.vcu.edu) to look-up campus mail box numbers. For more information contact SMS at 804-236-3592 or [StateMail@dgs.virginia.gov](mailto:StateMail@dgs.virginia.gov).

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**S.M.S.**  
**STATE MAIL SERVICES**